

18 April 1978

Records Review Procedure

RRP 78-18

BY

18

3/12/78

Processing of Documents Previously Reviewed

RESCINDED
CRP-31-18
dtd 3/12/78

1. Review and declassification has reached the stage that RRB reviewers are beginning to encounter documents on which reviewing action has already been taken and an entry has been made into the computer system. In order to avoid duplicate entries and unnecessary waste of time and computer usage, the following procedure is set forth for handling documents found to be already reviewed.
2. The reviewing officer will check documents being reviewed against the machine run to determine if the document has already been entered. If the document is on the machine run, the reviewer should affix the reviewing stamp to the duplicate document and enter (a) the original reviewing action taken; (b) the original date of said action; and (c) the original reviewer's number. (This information is found on the machine run.) The reviewer should then put his or her review classification number in parenthesis immediately following the original reviewer's number. Do NOT fill in the blank next to the Document Number. Do NOT complete a Form 4023A.
3. For statistical accountability, the reviewer should put the total number of duplicate documents "processed" in the lower right-hand section of the daily report form forwarded to the Section Chief. It will not be necessary to breakout the number into various categories since this has already been accounted for originally by the first reviewing officer.